

THE LIBRARY BOARD COMMITTEE MEETING MINUTES

Library of Virginia

January 10, 2022

ARCHIVAL, COLLECTIONS, AND RECORDS MANAGEMENT SERVICES COMMITTEE

The Archival, Collections, and Records Management Services Committee of the Library Board met at 8:30 a.m. on Monday, January 10, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: Barbara Vines Little, *chair*; R. Chambliss Light Jr., *vice chair*; Paul Brockwell Jr.; Robert L. Canida II; and Blythe Ann Scott. John Metz, Kathy Jordan, Chad Owen, Roger Christman, and Greg Crawford, from the Library staff were also in attendance. Committee members Leonard C. Tengco and Robert D. Aguirre were absent. Committee Chair Barbara Vines Little called the meeting to order and reviewed the agenda that included updates on the diseased microfilm project, the progress on the pending transfer of Governor Northam's records to the Library, the annual Report on the Archival Backlog, and the Circuit Courts Records Preservation (CCRP) program's recent Grant Review cycle.

Ms. Little first asked for an update on the diseased microfilm project. Deputy for Collections and Programs John Metz reported that as of the December 2021 shipment, Imaging Services has sent 3,479 reels to Backstage Library Works for replacement. Since the last report, several decisions have been made to hasten the project. Prior to shipment, staff no longer splice retakes on separate reels unless a retake reel contains only a few images, as the Library is charged by reel for duplication regardless of how much film is on it. Staff also do not conduct the full QC process, such as not taking densities or resolutions on the reels. In addition, the QC specialists ensure that the new film is "readable" since many of the problems they previously reported (blurriness or spots) were due to the quality of the original film and not the process of duplication. The average number of reels per shipment of film continues to increase.

Roger Christman and Chad Owen gave the committee a positive progress report regarding the pending transfer of records from Governor Ralph Northam's administration. Mr. Christman and Mr. Owen reported working closely with staff from VITA, as well as with Jessica Killeen, deputy counsel to the Governor. They estimated approximately 300-400 of boxes of paper records would be transferred beginning the weeks prior to the end of the administration, as well as a yet unknown amount of digital content transferred in the form of network drives and email accounts.

Greg Crawford reported that the CCRP grant review board met on Thursday, December 16, 2021, to approve grant awards for FY2022. The board approved a record-setting 115 grant applications submitted by 101 localities. The total amount awarded was \$4,722,256.13. Mr. Crawford acknowledged consulting archivists Tracy Harter and Eddie Woodward's hard work to make this grant cycle successful, as they visited many localities over the course of the year to help the clerks identify and plan for conservation projects to submit for grant funding.

Kathy Jordan briefly reviewed the 2021 Report on the Archival Backlog, which was included in the Board packet for this meeting. Paul Brockwell noted two important items in the report as key takeaways: the rapidly changing nature of the transfers of governors records from largely paper-based to electronic and the impact that will have on the Library's ability to process and make the records publicly available, as well as the need to rethink how the backlog is reported out due to the changing nature of record-keeping and expectations for access.

PUBLIC LIBRARY DEVELOPMENT COMMITTEE

The Public Library Development Committee of the Library Board met at 8:30 a.m. on Monday, January 10, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Mark Miller, *chair*; Shelley Viola Murphy, *vice chair* (via teleconference line); Laura L.L. Blevins, L. Preston Bryant Jr., Maya Castillo, Lana Real, and Marcy Sims (via teleconference line). Staff liaison Nan Carmack and LDND staff members Kim Armentrout and Barry Trott were also present.

Upon welcoming the committee, Chairman Miller invited Grants and Data Consultant Kim Armentrout to give the current state aid estimates for each local library system for FY23. The committee discussed various situations that might affect the estimates, based on actions taken in the upcoming legislative session. Further, potential technical waivers were discussed.

Following this discussion, Dr. Carmack introduced Barry Trott, the new Adult Services Consultant who will be overseeing the Find It Virginia and Wordpress projects as well as adding Adult Services consulting and coordination surrounding reference and readers' advisory services and programming. Mr. Trott then presented a brief preview of the updated beta site for Find It Virginia and gathered feedback from the committee members. The committee voiced appreciation and approval of the new look.

Dr. Carmack then presented the Virginia Deaf Culture Digital Library website and discussed its origins and path forward, with collaborators including the Virginia Department for the Deaf and Hard of Hearing and the Virginia Association for the Deaf. She also discussed additional inclusion activities that were planned in the coming year. Mr. Miller closed the meeting at 9:25 am.

LEGISLATIVE AND FINANCE COMMITTEE

The Legislative and Finance Committee of the Library Board met at 9:30 a.m. on Monday, January 10, 2022, in the Orientation Room at the Library of Virginia. The following committee members were in attendance: R. Chambliss Light Jr., *chair*, Paul Brockwell Jr., *vice chair*; Laura L.L. Blevins, L. Preston Bryant Jr., Maya Castillo, Suzette Denslow, and Blythe Ann Scott. Committee member Robert D. Aguirre was absent. Librarian of Virginia Sandra G. Treadway and Deputy for Collections and Programs John Metz were also present.

Mr. Light asked Dr. Treadway to review the Statement of Financial Condition dated November 30, 2021 and provide the committee with an update on the budget document submitted by the

Governor to the General Assembly in December. Dr. Treadway stated that the Library's expenditures were tracking as would be expected nearly half way through the fiscal year. Expenditures overall stood at 44 percent, with 47 percent of the general fund spent at the end of November. Only 19 percent of CCRP funds had been spent, but the CCRP Grant Review Committee had just met and approved more than \$4.7 million in grants for the coming year, so the accumulated balance would be reduced substantially as these projects were completed. Dr. Treadway then expressed her pleasure at informing the Board that all three of the budget requests the Library had made were included in Governor Northam's budget: \$946,824 for addressing the deteriorating microfilm issue; \$234,213 to fill three positions focused on diversifying our collections and community outreach; and \$194,915 to continue the Virginia Newspaper Project. These amounts are slightly higher in the second year of the biennial budget due to projected staff salary increases. Mr. Light expressed his delight at the good news and stated that he could not remember the Library being in this positive a situation with the budget going into a legislative session in the entire time he has served on the Library Board.

John Metz provided the committee with a detailed update on the State Records Center expansion project, showing site plans and drawings provided by the architectural firm that is designing the new space. He confirmed that pending some additional funding that DGS is asking for in this year's legislative session, everything is on track for ground breaking next year and the building being completed in 2024. Dr. Treadway and Dr. Metz then reviewed the legislation that the Library would be tracking in the upcoming General Assembly session based on bills that had been prefiled to date. The committee adjourned at 10:25 am.

EDUCATION AND OUTREACH COMMITTEE

The Education, Outreach, and Research Services Committee of the Library Board met at 9:30 a.m. on Monday, January 10, 2022, in Conference Room A at the Library of Virginia. The following committee members were in attendance: Shelley Viola Murphy, *chair* (via teleconference line), Marcy Sims (via teleconference line), *vice chair*, Robert L. Canida II, Barbara Vines Little, Mark Miller, and Lana Real. Committee member Leonard C. Tengco was absent. Gregg Kimball, Paul Casalaspi, and Catherine Fitzgerald Wyatt from the Library were also in attendance.

Gregg Kimball, Director of Public Services and Outreach, reported on the early planning for "LVA on the Road," a 2023 project. He explained that the Library proposes to host eight regional events in collaboration with local partners in 2023. These events would be "fair-like" gatherings to include activities such as oral history recording, Antiques Roadshow-type identification of manuscripts and documents, and children's activities. The Library's LDND Division is assisting in identifying venues. The Library would also plan appearances at key local cultural events. Work has begun on designing and funding a branded vehicle. There was a robust discussion on the selection criteria for the regional partners and activities.

Barbara Batson, the Library's Exhibitions Coordinator, summarized the exhibition program's accomplishments for the year. She described the run of the two main exhibitions at 600 East Broad Street, "We Demand: Women's Suffrage in Virginia" and "Columbia Pike: Through the Lens of Community." She also reviewed the map included in the board's packet showing the

locations of the Library's five traveling exhibitions. Mr. Miller asked about the regional distribution of the traveling exhibitions and how the Library booked them. (He noted the relative lack of venues in the northern Piedmont region.) Ms. Batson responded that it was a combination of identifying locations appropriate to the exhibition's content (especially for "Strong Men and Women"), requests from previous venues, and to some extent first-come, first-served. Board members offered a number of helpful thoughts on building awareness of the exhibitions.

Catherine Fitzgerald Wyatt, Manager of Education and Outreach, reported on the Library's offerings for 2021. (A four-page summary of 2021 activities was also included in the Library Board's meeting packet.) She highlighted the effects of the ongoing COVID-19 pandemic, causing almost all of the Library's programs and outreach to be held virtually in 2021. The number of events offered continues to increase, with the Library offering 160 outreach presentations and programs this past year in which we interacted with more than 5,000 participants. She mentioned that if conditions allow, the Library will resume in-person programming and outreach in 2022. Ms. Wyatt gave an overview of the various categories of programs and outreach and briefly discussed the mix for the coming year.

The meeting adjourned at 10:25 am.

THE LIBRARY BOARD MEETING

Library of Virginia
January 10, 2022

The Library Board met on Monday, January 10, 2022, in the Board Meeting Room at the Library of Virginia, 800 East Broad Street, Richmond, Virginia.

I. CALL TO ORDER

Blythe Ann Scott, chair, called the meeting to order at 10:34 a.m. She noted there was a quorum of the Library Board physically present. In addition, there were two members of the Board who had asked to participate in the meeting virtually and were doing so via Zoom. Ms. Scott asked the members attending by Zoom if they would for purposes of the minutes state the reason for their remote attendance. Marcy Sims stated that she was participating remotely from Florida where she was on vacation. Shelley Murphy stated that she had a medical commitment later in the day and would not be able to keep it if she attended the Board meeting in person, given the travel time returning from Richmond.

The following members were in attendance, in person or electronically:

Blythe Ann Scott, *Chair*
Paul Brockwell Jr., *Vice Chair*
Laura L.L. Blevins
L. Preston Bryant Jr.
Robert L. Canida II
Maya Castillo
Suzette Denslow

R. Chambliss Light Jr.
Barbara Vines Little
Mark Miller
Shelley Viola Murphy (via Zoom)
Lana Real
Marcy Sims (via Zoom)

Leonard C. Tengco and Robert Aguirre were absent.

II. APPROVAL OF AGENDA

Ms. Scott asked for a motion to approve the agenda. The motion was made by Mark Miller, seconded by Dr. Robert Canida. All in-person Board members voted unanimously to approve; Ms. Sims and Dr. Murphy registered their affirmative vote via roll call.

III. WELCOME TO VISITORS AND STAFF

Ms. Scott welcomed Pia Trigiani, president of the Library of Virginia Foundation Board; Audrey Burges, the Board's legal counsel from the Attorney General's Office; and Conley Edwards, representing the Friends of the Virginia State Archives, along with Library staff who were in attendance. She extended a special welcome to Suzette Denslow, very recently appointed by Governor Northam to fill the remaining vacancy on the Board. Ms. Denslow expressed her appreciation for the warm reception she had received and stated that her association with the Library extended back to her time as deputy secretary of education in Governor Wilder's administration, when she was instrumental in securing approval of the site for the new Library building and arranging for the groundbreaking ceremony.

IV. PUBLIC COMMENT

There were no members of the public present who wished to make public comment.

V. APPROVAL OF THE LIBRARY BOARD MINUTES OF SEPTEMBER 13, 2021, BOARD MEETING AND THE MINUTES OF THE NOVEMBER 18, 2021, JOINT BOARD RETREAT

Ms. Scott asked if Board members had any changes they wished to suggest to the Board minutes for September 13 and November 18 as distributed in the meeting packet. Hearing none, she asked for a motion to approve the minutes as submitted. R. Chambliss Light, Jr., moved to approve the minutes, and Paul Brockwell Jr. seconded the motion. The minutes were approved unanimously, with all in-person Board members voting to approve. Ms. Sims and Dr. Murphy approved the September 13 minutes by roll call vote but abstained from approving the November 18 minutes as they had not attended the November 18 retreat.

VI. INFORMATION ITEMS

A. Reports from Other Organizations

Conley Edwards, president of the Friends of the Virginia State Archives, reported that the 21st annual Slatten Lecture was held here at the Library on Saturday, November 6th, 2021. Vic Dunn, professional genealogist, author, and teacher who researches primarily in original records and manuscripts, presented four informative lectures during the day. Responses were excellent for the return of in-person programming, with forty individuals participating. The Friends very much appreciated the cooperation of the Library's Facilities staff in helping with arrangements for the day.

The Friends are making plans to resume their 28th annual spring Straight to the Source program, which features members of the Library's professional staff discussing their findings in the course of researching the archival collections. The program is a wonderful opportunity for participants to learn directly from staff and for staff to have an exchange with those who use records in the collection. Useful ideas from discussions have produced methods for improved access to collections.

Even though COVID curtailed Friends activities for the last year and a half, the organization was very busy. Mr. Edwards stated that thanks largely to the efforts of board member Peter Broadbent, the Friends continued their support of the work of the LVA collection development staff by identifying and purchasing published genealogical and family history materials from contiguous states. In 2021, the Friends contributed \$13,500 to support book purchases and the development of software by Brumfield Labs that will improve abstracting and indexing archival records in the collection.

B. Committee/Division Reports

- **Archival, Collections, and Records Management Services Committee**

Committee chair Barbara Little expressed her delight that the funding to move the diseased microfilm project forward in a significant way had been included in the Governor's budget. She stated that staff has already begun to send film for duplication, and that the focus has been on streamlining the quality control process, which will allow for a smoother workflow as the volume of film sent and received increases. An influx of new funding will allow the project to accelerate significantly this summer.

The committee also reviewed the information provided on the archival processing backlog and discussed the report of the Circuit Court Records Preservation Program. Ms. Little reported that the CCRP Grant Review committee had met a few weeks earlier and awarded an unprecedented number of grants totaling \$4.7 million to localities for conservation work on their historical records. This was a direct result of the increase in the recordation fee last year and will ensure that these valuable local records are properly preserved for the future.

- **Education, Outreach, and Research Services Committee**

Committee chair Shelley Murphy stated that staff briefed the committee on a variety of public programs and activities that have taken place over the past year and that are

planned for the future. She invited Public Services and Outreach Director Gregg Kimball to provide additional detail for the Board.

Dr. Kimball spoke about the challenge of maintaining programming during the pandemic. While COVID required that most programs during the past year were held virtually, he expressed the hope that the Library would be able to resume in-person programs in 2022. He then briefed the Board on planning that was underway to purchase and equip a vehicle that would bear the Library's brand and would travel across the state during 2023. The Library would partner with local libraries, historical societies, and other interested groups to hold programs and events wherever the LVA On the Road vehicle traveled and engage citizens in their communities. The Library was currently developing specifications and cost estimates for building and operating the vehicle.

- **Legislative and Finance Committee**

Committee chair R. Chambliss Light Jr. opened the meeting by sharing with the Board the positive news on the funding for the Library that had been included in the budget Governor Northam submitted to the General Assembly. He stated that this was the first time in his memory that we had been successful in securing all the funding we had asked for through the budget submission process. He reminded the Board that things could change during the course of the session and that the Board would be kept apprised of any developments or need for assistance once the session began.

He then asked Dr. Treadway to review the Statement of Financial Condition as of November 30, 2021. After stating that the numbers were tracking exactly as they should five months into the fiscal year, she announced that the Library had hired a new Deputy for Finance and Administrative Services who would be starting work in early February and would be attending the April Board meeting as the agency's liaison to this committee.

Mr. Light invited Dr. Metz to provide a short update on the State Records Center expansion project.

- **Public Library Development Committee**

Committee chair Mark Miller reported that the committee had received a number of updates from staff, including an estimate of state aid allocations for each library system based on current numbers and expected technical waivers. The Board will not act on these until June. He then asked Dr. Carmack to add additional information. She introduced the Library's new Adult Services Coordinator, Barry Trott, to the Board and described some of the important work he would be doing with public libraries to strengthen their ability to service their adult patrons with programming focused on their changing needs. Dr. Carmack also shared some of the plans her division had for working with the Deaf community in Virginia and identifying ways to develop resources that would support and meet their needs, especially the creation of a Deaf Culture Digital Library.

- **Report of the Foundation**

Library of Virginia Foundation Executive Director Scott Dodson reported that the Foundation closed out calendar year 2021 in excellent shape. The number of donors to the Foundation had increased significantly as had dollars raised, due in part to one significant gift that came in during December. The amount of this unrestricted gift was \$1 million. The Foundation will consult with the donor and hopes to be able to announce the gift and the donor's name in the near future.

Mr. Dodson thanked the Library Board for their participation in the annual fund with 67 percent of Library Board members having made a contribution to date. He reminded everyone that there was still plenty of time to contribute before the fiscal year's close in June. He also stated that the Foundation had held a number of successful cultivation events at the Library during 2021 and would continue those in the coming year. He hoped that Library Board members would sign up to attend one and have an opportunity to meet donors and potential donors as well as to view items from Special Collections that are not often on display.

- C. **Report of the Librarian of Virginia**

Dr. Treadway reported that all was going well so far with the transition between gubernatorial administrations. The Library's archival and records management staff were receiving full cooperation from members of the Cabinet and their teams and had put a process in place to work closely with VITA to transfer all electronic files to the state archives. There are still ten days left before Governor Northam leaves office but we expect to complete the records transfer without any issues. Work has already begun with the incoming administration. First Lady-Elect Suzanne Youngkin visited the Library in early December to learn about the support that we provide in furnishing artwork for the Executive Mansion and the Governor's Office. We are expecting her to return in January to discuss which pieces currently hanging in the Mansion she would like to retain and which she would like us to find replacements for.

Dr. Treadway then spoke about legislation that the Library will be tracking during the upcoming General Assembly session. Several bills are on our radar, among them a request in both the House and Senate to extend the work of the Commission to Study Slavery and Subsequent De Jure and De Facto Racial and Economic Discrimination Against African Americans beyond its current expiration date of June 30, 2022. The Library is responsible for staffing this Commission and recently hired a project manager to move the work forward, and would support the Commission being extended an additional two years if possible.

She also reported that the Library has been approached by Jennifer Gilbert, wife of the Speaker of the House of Delegates, to host a tour of the Library for legislative spouses sometime in February, which we will be delighted to do. Finally, she shared that the Library would soon be recruiting for a new director of marketing and communications who will be key to the Library moving forward to implement key aspects of the recently completed Brand Federation Branding Study.

Report of the Chair

Library Board Chair Blythe Scott reported that the Joint Board Space Work Group, composed of three Library Board and three Foundation Board members, met on December 22 to review the ideas for the repurposing of the Library's space presented at the November retreat. The group supported the ideas and proposals that were shared at the retreat and added a few additional items for the consideration. The next steps before the group meets again will be to consult with the Department of General Services on their involvement in our planning and to draft an RFP to secure professional help in deciding how best to reconfigure/reconstruct the available space. Ms. Scott also announced that she was creating a committee of Library Board members to study and recommend how the Board might take advantage of the authority it has in the Code to grant honorary Patron of Letters degrees.

VII. OLD OR NEW BUSINESS

There was no old or new business.

VIII. ADJOURNMENT

There being no further business, Ms. Scott adjourned the meeting at 12:10 p.m.